

Audley Rural Parish Council

Training Statement of Intent – adopted 19 November 2015

The National Training Strategy

The National Training Strategy was developed by the Countryside Agency and NALC in response to the Rural White Paper of 2000. The White Paper recognised the important role of the first tier of local government and proposed a number of initiatives including training for Parish and Town Councils.

The Local Council Award Scheme (previously the Quality Council Scheme) was re-launched in January 2015, with three levels of accreditation; Foundation, Quality and Quality Gold. Qualification provides assurance that the Parish Council follows best practice and is progressive, by sector standards. Qualification criteria provide a framework upon which to plan and implement improvements.

Council Commitment

Audley Rural Parish Council is committed to providing the highest standard of service to its community. In order to be able to consistently deliver the minimum standard of service expected of a Foundation Council, Audley Rural Parish Council has produced this Statement of Intent for Training to underpin its role in delivering quality services to the parish of Audley. All training provision will be dependent on the budget set by Audley Rural Parish Council.

What is Training?

‘A planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation.’ – CIPD 2007

Identifying Training Needs

Audley Rural Parish Council employs one full-time staff. The Parish Council consists of fifteen Parish Councillors. Training will mainly focus on specific topics and areas relating to local government legislation and other skill areas that will increase the knowledge and capabilities of the staff and members. The Parish Council recognises that staff and Councillors need training in order for them to help the Council deliver quality services, however the training of staff and Councillors may differ.

Staff - Training needs of staff should be identified through:

- Staff appraisals held annually for the Clerk by the Chair, and within three months of newly appointed personnel.
- Formal and informal discussions arising from the day to day role.

The Clerk will be expected to gain or hold the Certificate in Local Council Administration (CiLCA), in order to maintain the Local Council Award level achieved.

Councillors - Training needs of Councillors should be identified through:

- All new Councillors require training on the roles and responsibilities of the Council and the Code of Conduct.
- Councillors may also undertake additional training periodically in light of new legislation or arising from new directions or projects that the Council wishes to undertake.
- Chairmanship – those Councillors appointed to the office of Chairman or Vice Chairman of the Council or one its Committees should be encouraged to attend the Chairmanship training course.

- Details of all SPCA training courses are circulated to all Councillors by email and opportunities to attend courses will be investigated by the Clerk and brought to the attention of full council.
- New members will be provided with an information pack containing relevant procedures and documents by the Parish Clerk

Reference Manuals

The Council is committed to providing staff and Councillors with the latest editions of reference manuals to support their roles if requested.

SCPA can provide the following training materials:

- 'What's on the Agenda?' DVD and workbook pack - Ideal for introducing new councillors/clerks to parish council meeting procedures
- 'Training in Chairmanship Skills' - Course for town and parish council chairman
- 'Being a Good Councillor' - Core skills for new or prospective councillors
- 'The Next Step: Making the most of your role as parish and town councillors' - Training on a variety of skills needed as a councillor
- 'Being a Good Employer' - A guide for parish and town councillors
- 'The Good Councillor's Guide' - An invaluable handbook for councillors

Training Budget

The Council sets a training budget annually to meet the training requirements of staff and Councillors, which will be fulfilled, finances permitting. Annual subscriptions to the Society of Local Council Clerks (SLCC) and Staffordshire Parish Councils' Association (SPCA) will enable staff and members to take advantage of training courses and conferences.

Training Records

The Council maintains a record of all staff and Councillor training.

Training Provision

Clerk - The Parish Council will consider and approve training for the Clerk within the Council's training budget, following discussion at the ensuing meeting.

Councillors - A list of available training courses will be sent to Councillors, circulated on an adhoc basis. Approval of attendance will be by the Parish Council at the ensuing meeting.

Current Sources of Training:

Qualifications:

SLCC - Introduction to Local Council Administration (ILCA) – Online sector specific learning tool for new clerks

SLCC - Certificate in Local Council Administration (CiLCA) –

SLCC/University of Gloucestershire - Community Governance - A challenging higher education opportunity

Continuous Professional Development:

SLCC – Programme of Continuous Professional Development one day courses.

SPCA – Programme of training courses.

Conferences and Networking:

SLCC – Regional Conference, Shropshire and Staffordshire Branch meetings usually have guest speaker on current topics.

SPCA – Clerk's Networking Day with guest speakers on current topics

SPCA – Legal and Finance Day

SPCA – Councillor training days

SPCA - Chairmanship training

NBC - Planning Training and Parish Council Forums

SPCA – Member meetings have guest speakers on current topics or new legislation.

Mentoring:

On the job training for new staff from the Parish Clerk, and from other Parish Clerks through networking.

Adopted by Full Council at the meeting of XXX